

VACANCY ANNOUNCEMENT

COURT SERVICES AND OFFENDER SUPERVISION AGENCY

D.C. PRETRIAL SERVICES AGENCY

Announcement Number: 06-22(MPP)(DEU)

Opening Date: March 23, 2006

Closing Date: April 5, 2006

Area of Consideration: Open to All Sources

Note: Individuals who applied under announcement #06-12(MPP)(DEU) need not reapply, as you will receive consideration under this announcement.

Job Title, Series, and Grade: Information Technology Specialist (Applications Software), GS-2210-13
Permanent, Full-Time, Career or Career Conditional

Full Performance Level: GS-13

Salary: GS-13: \$77,353

RELOCATION EXPENSES ARE NOT AUTHORIZED.

Location: Office of Information Technology
Software Development Unit
D.C. Pretrial Services Agency
Washington, DC

Summary of Primary Duties and Responsibilities:

The Office of Information Technology (IT) is responsible for the planning, development and management of the information technology systems and subsystems that support PSA programs and management operations; and for required standards, policies and procedures. The incumbent of this position serves as a specialist in software development. He/she:

- Develops PSA mission critical and administrative systems including planning, gathering requirements, designing, programming, testing, deploying, supporting and preparing technical documentation.
- Analyzes current and future PSA strategic plans, operating plans, policies and procedures and user requirements; gathers information; profiles user workflow, structures and values and translates into functional specifications.

- Leads projects and provides expert advice in development of software for operations and administrative functions such as finance, accounting, procurement and human resources.
- Performs programming functions, configures software and develops new screens and functionality. Performs testing and installation of new software and prepares required technical documentation. Troubleshoots software design and implementation problems. Develops processes for and maintains extensive records of software used in PSA systems.
- Performs highly complex studies associated with software development and application. Researches and tests prototypes of proposed systems and software; documents concepts and results and prepares technical analyses and recommendations.
- Maintains state-of-the-art knowledge of information technology; identifies applications with potential relevance to PSA; ensures that development initiatives fully utilize available technology to improve service, functionality and productivity.

Qualification Requirements:

One year specialized experience at a level of difficulty and responsibility equivalent to the GS-12 level that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of IT system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project.

All Qualification Requirements must be met by the closing date of this announcement.

Mandatory Selective Factor:

Candidate must have a minimum of one(1) year recent, practical experience in web-based, multi-tier system development using ASP and Visual Basic on a .NET or COM+ framework.

To receive full consideration, applicants must describe specific projects and results of each one of the knowledge, skills and abilities described below.

Knowledge, Skills and Abilities Required:

1. Skill in developing and maintaining Windows-based systems using .NET framework, XML, Crystal Reports (9 or above), Visual Basic 6.0, ASP, HTML, JavaScript, VB Script, and Transact-SQL computer languages.
2. Skill in the use of software development tools such as Power Designer and Rational software for object modeling, requirements analysis, and object-oriented programming techniques using .NET Framework, COM / DCOM, COM+, and ActiveX, applied to n-tier architectures and relational databases.

3. Ability to manage complex IT projects covering the complete life cycle development of client server and web-based software and involving teams of technical and non-technical staff.

Evaluation Method:

Applicants will be evaluated on the extent and quality of their experience, education and training, job-related awards and supervisory appraisal of performance. If applicants meet the basic qualification requirements and the mandatory selective factor, their application/resume will be evaluated against the knowledge, skills and abilities required for this position. Category rating will be used to evaluate applicants using three categories (Best Qualified, Well Qualified, and Qualified) to determine which applicants will be referred to the selecting official for final consideration.

About PSA:

The D.C. Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

How to Apply:

Interested applicants may submit:

- (1) A resume or application form, OF-612, Optional Application for Federal Employment, or any other written format you choose to describe your job-related qualifications. Your submission must include the information cited in the Office of Personnel Management's (OPM) brochure, OF-510, Applying For A Federal Job. A copy of the OF-510 and OF-612 can be obtained through the USAJOBS website at [http:// www.usajobs.opm.gov/b.htm](http://www.usajobs.opm.gov/b.htm) or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299. Please include a copy of any transcript(s) of college courses. Indicate the lowest grade you will accept and provide salary information with each position described on the application.

Candidates currently or previously employed with the federal government must submit:

- (2) A copy of their most recent, SF-50, Notification of Personnel Action.
- (3) A copy of their most recent performance evaluation.

Status applicants who wish to be considered under both merit promotion and competitive procedures **must** submit **two** applications. If you are only submitting one application, please indicate if you want to be considered under merit promotion or competitive procedures. If you do not indicate your preference, you will be considered under merit promotion procedures.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement. If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the well qualified level of the crediting plan for all factors. ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, SF-50, Notice of Personnel Action, documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 833(h) or Section 8456.

Conditions of employment:

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, and required to submit to urinalysis to screen for illegal drug use prior to appointment and may be subject to random drug testing after selection.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Initial appointment will require completion of a one-year probationary period.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans' Employment Opportunities Act of 1998: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

Veterans' Preference: If you are claiming 5 Point Veterans' Preference, please submit your DD-214, Certificate of Release or Discharge from Active Duty. If you are claiming 10 Point Veterans' Preference, you will need to submit SF-15, Application for 10-Point Veterans' Preference, and the accompanying documentation required to demonstrate the basis for the preference. The SF-15 is available from any Federal personnel office or on the OPM website at www.opm.gov/forms.

Submit your application package to:

D.C. Pretrial Services Agency
Office of Human Resources
633 Indiana Avenue, NW—Suite 1170
Washington, DC 20004-2903
Or Fax to: (202) 220-5633
Or Email to: PSAJobs@csosa.gov

Applications must arrive by the closing date of this announcement to receive consideration.

If you have questions about this vacancy announcement, please call Aden Williams, (202) 220-5752.

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other non-merit based factors.